

Indiana Department of Revenue  
PO Box 7026  
Indianapolis, IN 46207-7028



<<Date>>

<<Name>>

<<Address 1>>

<<Address 2>>

<<City>>, <<State>> <<Zip>>

**Hours of Operation**

8 a.m. – 5 p.m., EDT Monday – Friday

**Call Toll Free** <<800#>>

<<Acct #>>

Account Balance: \$0.00

Accrued Interest: \$0.00

Collection Costs: \$0.00

Penalties: \$0.00

**RE: Failure to respond to this letter may result in legal action against you.**

Dear <<Name>>:

Our records show you have unpaid tax debts owed to the Indiana Department of Revenue. The Department has made many attempts to contact you to resolve your tax debts. To date, your outstanding tax debt remains unpaid. Because of this, your account has been referred to General Revenue Corporation (GRC).

GRC is a collection agency hired to assist the Indiana Department of Revenue in collecting unpaid tax debts. To confirm GRC's partnership with the Indiana Department of Revenue, please visit their Web site at [www.in.gov/dor](http://www.in.gov/dor)

Your tax account is under review for possible legal action at this time. GRC urges you to consider the seriousness of your outstanding tax debt. Immediate steps to satisfy your debt may still be taken to avoid legal action. Call GRC at <<800#>> immediately, so that we may assist you in resolving this matter.

If you fail to respond and it is determined that legal action should be taken, an attorney in your area will be assigned to carry out the lawsuit against you. At that time you may hire legal counsel. If a judgment is granted against you, as allowed by the laws of your state, you may be responsible for additional expenses such as court costs, attorney fees and collection costs.

Your immediate attention to this matter is vital.

Sincerely,

Thomas R. Smith  
Director of Operations  
General Revenue Corporation